CAFC-93-06M

CONCORDIA UNIVERSITY
FACULTY OF COMMERCE AND ADMINISTRATION
MINUTES OF FACULTY COUNCIL MEETING
FRIDAY, MAY 21, 1993

Present:

Members: C. A. Ross, Chair
A. Ahmad (Fina.), B. Barbieri (Assoc.Dean), J. Dracontaidis (CASA), C. Draimin (Assoc.Dean), M. Franklin (Mana.), Z. Gidengil (Mktg.), A. Hochstein (Fina.), A. B. Ibrahim (Mana.), A. Jalilvand (Fina.), N. Kaminaris (CASA), G. Kanaan (Acco.), D. Morin (DS&MIS), P. E. Pitsiladis (Mana.), L. Prendergast (Reg.), A. Saks (Mana.), F. Simyar (Acco.), A. Szyngiel (CGSA), S. Tamas (PT Acco.), P. Valiquet (CGSA), R. O. Wills (Assoc.Dean)

Guests: H. Colas, T. Dowd, R. Martin

Absent with regrets: K. Argheyd, G. Martin, J. Oberg-Muller

I **Call to Order**

The meeting was called to order at 09:30.

II **Closed Meeting**

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III **Open Meeting**

IV **Approval of Agenda, CAFC-93-06A**

IT WAS MOVED BY N. KAMINARIS AND SECONDED BY B. BARBIERI THAT FACULTY COUNCIL APPROVE THE AGENDA, CAFC-93-06A.

THE MOTION WAS CARRIED UNANIMOUSLY

V **Approval of Minutes of Previous Meeting**

The minutes of the previous meeting, CAFC-93-05M, were not available for approval.

VI **Chair's Remarks and Question Period**

The Chair thanked Council members for their participation in a productive year and extended his best wishes for a fruitful summer. In closing, the Chair encouraged all faculty members to attend convocation on June 4th.

In response to a question about the University budget in light of the $3.6M cut, C. Draimin advised that the University has decided to eliminate all new initiatives and to reduce the repayment of the deficit. He also confirmed that SPS will be covered.

With regard to revenue producing programmes in the Faculty, C. Draimin explained that the University takes from the Faculty the first $200,000 earned. The budget estimate for this year is approximately $193,000.

There was objection expressed with the respect the discrepancy in the capital budget allotments, with the Faculty of Commerce and Administration receiving $38,000, while other Faculties receive $200,000 plus. C. Draimin explained that the Faculty would need to develop proposals to justify a substantial increase in the capital budget. The Chair advised that he intends to make a case for an increase by arguing that a business school does in fact need labs, i.e. consumer behaviour labs, stock market/exchange labs etc.

As a point of clarification, the Chair stated that the cost of providing computers for faculty members is taken from the operating budget of the Faculty, not the capital budget.

It was strongly recommended that proposals be submitted to ensure better teaching facilities, i.e. a FC&A building with appropriate classrooms. It was also suggested that the Faculty make an argument to establish labs for Accountancy and Decision Sciences.

VII **Business Arising from Previous Meeting**

1. **Faculty Council Elections - CAFC-93-05A-06**

With regard to the election of Faculty Election Panel which took place at the Council meeting held May 7th, to ensure continuity, it was agreed that in addition to R. McTavish, Marketing Department, Jay Mannadiar, Finance Department, will have a one-year term. The other three members will hold a two-year term.

The following faculty members were elected:

A. Ahmad was elected to serve as the Faculty representative on the Arts and Science Faculty Council for a three-year period - June 1, 1993 - May 31, 1996.

R. Chung was elected to serve as the Faculty representative on the Sub-Committee on Academic Computer Policy for a three-year period - June 1, 1993 - May 31, 1996.

J. Switzer was elected to serve as the Faculty representative on the Undergraduate Scholarships and Awards Sub-Committee for a three-year period - June 1, 1993 - May 31, 1996.

J. B. Kim was elected to serve as the Faculty representative on the Council of the School of Graduate Studies for a three-year period - June 1, 1993 - May 31, 1996.

G. Korda, P. Sevigny and G. S. Rajan were elected to serve on the Commerce Undergraduate Student Request (& Appeals) Committee for a one-year period - June 1, 1993 - May 31, 1994.

P. Sevigny, M. Carney and C. K. Kim were elected to serve on the FC&A Standing Committee - Faculty Cheating Appeals for a two-year period - June 1, 1993 - May 31, 1995. E. Moss-Werbin and B. Baran represent the departments of Accountancy and Decision Sciences & MIS - term expiration: May 31, 1994.

E. Moss-Werbin, B. Baran, J. Mannadiar, R. Knitter and C. K. Kim were elected to serve on the FC&A Standing Committee on Academic Re-evaluation for a one-year term - June 1, 1993 - May 31, 1994.

2. **Diagnostic Report on Female Administrative and Support Staff - CAFC-93-05A-02**

IT WAS MOVED BY C. DRAIMIN AND SECONDED A. B. IBRAHIM THAT FACULTY COUNCIL RECEIVE THE DOCUMENT ENTITLED DIAGNOSTIC REPORT ON FEMALE ADMINISTRATIVE AND SUPPORT STAFF, CAFC-93-05A-02.

The Chair explained that the document does not require Council's approval. Comments arising from the discussion can be conveyed to Senate at the next meeting.

Strong concern was expressed about the increasing volume of paperwork required to be dealt with by the clerical/secretarial staff and the negative consequences the overload was having on their health caused by the pressure and overtime hours. It was suggested that it was the responsibility of the unit heads to prioritize the work so that their staff is not overwhelmed and forced to do overtime. It was emphasized that the increasing number of collective agreements which involve additional paperwork and define specific deadlines are largely responsible for the burden placed on staff members and unit heads.

The Chair advised that the report did not deal with the issue of quantity of work but noted that it does reflect that the administration is seriously considering the current status of female support staff. The ensuing discussion involved dissatisfaction with the Job Evaluation Project, the perceived imbalance of secretaries in various units of the Faculty, the lack of opportunity for salary increases for staff and the insufficient amount of money available for replacement of clerical/secretarial staff as well as verbal abuse of clerical/secretarial staff. It was suggested that the administrative staff in the Faculty be asked to give their feedback on the report. It was recommended that an analysis be conducted to determine the criteria on which to base the appropriate number of support staff for a given unit. It was stressed that if an imbalance were identified, it would have to be corrected from the current complement of staff. After further comment, it was generally agreed that this topic be referred to the Faculty Administrators' Committee for consideration.

As a matter of clarification, the Chair pointed out that the report focuses on equity issues within the University. It was agreed that the Chair would inform Senate of the relative comments made during the discussion.

3. ***Proposal for the Restructuring of the Office of Research Services (SCAPP-93-41-01) - CAFC-93-05A-04***

IT WAS MOVED BY N. KAMINARIS AND SECONDED BY G. KANAAN THAT FACULTY COUNCIL RECEIVE THE REPORT ENTITLED PROPOSAL FOR THE RESTRUCTURING OF THE OFFICE OF RESEARCH SERVICE CAFC93-05A-04.

It was reported that the DS&MIS department members felt that it is odd to have a formal restructuring of an organization to accommodate a retirement. In addition, they noted that it appeared as though the staff was increasing and this was questioned in light of the reduction in the number of grants obtained. It was noted that two employees were being transferred to the Office of Research Service from Treasury so that there may not be a real increase in staff.

In response to a question, the Chair confirmed that the Office of Research Services is extremely valuable in aiding the research effort of the Faculty of Commerce and Administration. It was agreed that the Chair would convey to Senate the relevant comments made during the discussion.

VIII ***Report: Commerce Undergraduate Curriculum Committee***

R. O. Wills reported that the preparation of the appraisal dossier is in progress and is expected to be complete by September.

The Chair confirmed that the Department of DS&MIS will be appraised in 1993-94.

IX ***Report: Graduate Studies And Research*** *- There was no report.*

X ***Reports from Faculty Representatives on University Committees***

1. ***University Senate*** *- There was no report.*

2. ***Arts and Science Faculty Council*** *- There was no report.*

3. ***Senate Academic Planning and Priorities Committee***
A. Hochstein reported that at the last meeting the restructuring of the Office of Research Services was approved, the University budget was discussed, a verbal report of the sub-committee of SCAPP revealed that there is a perception that more openness in the University community was needed, particularly related to budget matters and lastly, the Chair announced that the document on teaching enhancement has been passed by Senate.

4. ***Senate Academic Programmes Committee***
D. Morin reported that the committee has proposed the folowing goals for the 1993-94 academic year: guidelines for settling conflicts with religious holidays and mid-term and final examinations be produced, revisions be made to the calendar write-up on GPA regulations and a procedural handbook be produced for the preparation and presentation of departmental curriculum proposal. In addition, the committee will examine the Commerce Co-op Programme in terms of amending the calendar entry.

5. ***Senate Research Committee*** *- There was no report.*

6. ***Academic Services Committee*** *- There was no report.*

7. ***University Library Committee*** *- There was no report.*

8. ***Fellowships, Scholarships and Awards Sub-Committee*** *- There was no report.*

9. ***Sub-Committee on Academic Computer Policy*** *- There was no report.*

10. ***Computer Resources Committee*** *- There was no report.*

11. ***Board of Governors*** *- There was no report.*

12. ***Council of Graduate Studies*** *- There was no report.*

13. ***Student Administrative Studies*** *- There was no report.*

XI ***Reports from Student Associations***

1. ***C.A.S.A. Report*** *- There was no report.*

2. ***C.G.S.A. Report***
P. Valiquet reported that problems with the CGSA computer lab are expected to be resolved very shortly.

XII ***New Business***

1. ***Founding Declaration of the Commerce Alumni Association - CAFC-93-06A-02***
T. Dowd was given speaking privileges. T. Dowd explained how the association developed and announced that the association is ready to help develop the Faculty. The four main aims of the association are: (1) services to alumni members, (2) encouraging faculty research, (3) helping students, including student governments, (4) participation in the external community.

T. Dowd advised that he was recently informed that the MBA Alumni Association has been working in parallel with the same philosophy. He stated that although some perceive the two associations to be a problem, he feels promotion of the Faculty will be doubled and

the MBA alumni will have the benefit of being serviced by both groups. In conclusion, he stated that he looked forward to working in cooperation with the MBA Alumni Association to effect benefits for the whole Faculty.

As a point of clarification, T. Dowd advised that the document was for information only and he hoped that he will be able to report back to Council on alumni happenings in September.

Members of Faculty Council congratulated and thanked the alumni for their efforts on behalf of the Faculty and offered support in their future endeavours.

It was recommended, since this Commerce Alumni Association is an umbrella group covering both graduate and undergraduate alumni, that the MBA Alumni Association be included in the group or that the name be changed to reflect that the Association is specific to undergraduate alumni. Some concern was noted that working in tandem would not be functional. T. Dowd pointed out that this is a service organization and not a government organization so that there is no conflict in jurisdiction - inasmuch as it is a charitable initiative, the current structure simply provides twice the benefits. Coordination to avoid conflicts in planning events and avoiding duplication of efforts will be an important undertaking in the future.

2. ***Executive Development Program Annual Report - CAFC-93-06A-03***
In response to a question, H. Colas estimated that the revenue to the Faculty from EDP for the year would be approximately $45,000.

It was suggested that programmes such as TQM be offered rather than programmes of a technical nature more suitable to a Cegep than a university. H. Colas explained that the seminars originate with USC where they have been market tested in the U.S.A. before being offered here.

A discussion took place regarding the history of USC and the method of meeting market demand used by the EDP. The Chair pointed out that historically there has been a lack of participation from Commerce faculty. It was agreed that courses dealing with global management would be considered and more faculty participation would be solicited in the coming year. The role of EDP in serving the real needs of the market was emphasized.

Members of Council extended a vote of thanks to H. Colas for his efforts on behalf of the Faculty.

3. *Faculty Projects*
C. Draimin reported that the $100,000 extra operating funds have been allocated for (1) staff enhancement: $50,000 was spent primarily for new computer equipment as well as a French course and subsidization of other courses and (2) faculty projects: $50,000 - several projects which have been completed are - the purchase of teaching equipment (the tablet), the student lab was upgraded, a number of old MBA graduation photographs were restored and a TQM workshop was sponsored. The projects not yet completed are: business law, the faculty computer upgrade and the E-net wiring in the Faculty. C. Draimin stressed that this extra inflow to the budget was a one-time input. In conclusion, he stated that he would like to continue to support such worthwhile projects albeit from the operating budget and encouraged members to submit proposals for faculty projects for the 1993-94 academic year.

It was pointed out that the Vice-Rector, Academic has a budget for projects involving improvements in teaching. Faculty members were encouraged to submit proposals.

4. ***Proposed Policy Statement on Educational Equity at Concordia University - (US-93-6-D7) - CAFC-93-06A-04***

IT WAS MOVED BY C. BAYNE AND SECONDED BY D. MORIN THAT FACULTY COUNCIL APPROVE THE DOCUMENT ENTITLED PROPOSED POLICY STATEMENT ON EDUCATIONAL EQUITY AT CONCORDIA UNIVERSITY (US-96-3-D7) CAFC-93-06A-04.

It was explained that the document examines several aspects of equity in the University: equity of access to the University, equity in the curriculum, educational equity in teaching and the equity in the environment which includes the campus climate, security, etc.

It was noted that this report is consistent with the findings of the task force on multiculturalism and issues of equity and the intentions of the University mission statement and also responds to the demand for more inclusiveness of the concept of equity.

THE MOTION WAS CARRIED UNANIMOUSLY.

XIII ***Other Business***

1. ***Summer Quorum***

IT WAS MOVED BY N. KAMINARIS AND SECONDED BY S. TAMAS THAT FACULTY COUNCIL APPROVE THAT THE SUMMER QUORUM FOR FACULTY COUNCIL BE SET AT ONE/THIRD MEMBERSHIP.

THE MOTION WAS CARRIED UNANIMOUSLY.

IT WAS MOVED BY R.O. WILLS AND SECONDED BY C. BAYNE THAT THE MEETING BE ADJOURNED.

The meeting was adjourned at 13:17.

XIV ***Next Meeting***

The next regular meeting of Faculty Council will take place in September. A schedule of meetings for the 1993-94 academic year will be forwarded to members of Council in July.